

Add a Network Printer



May 19, 2006

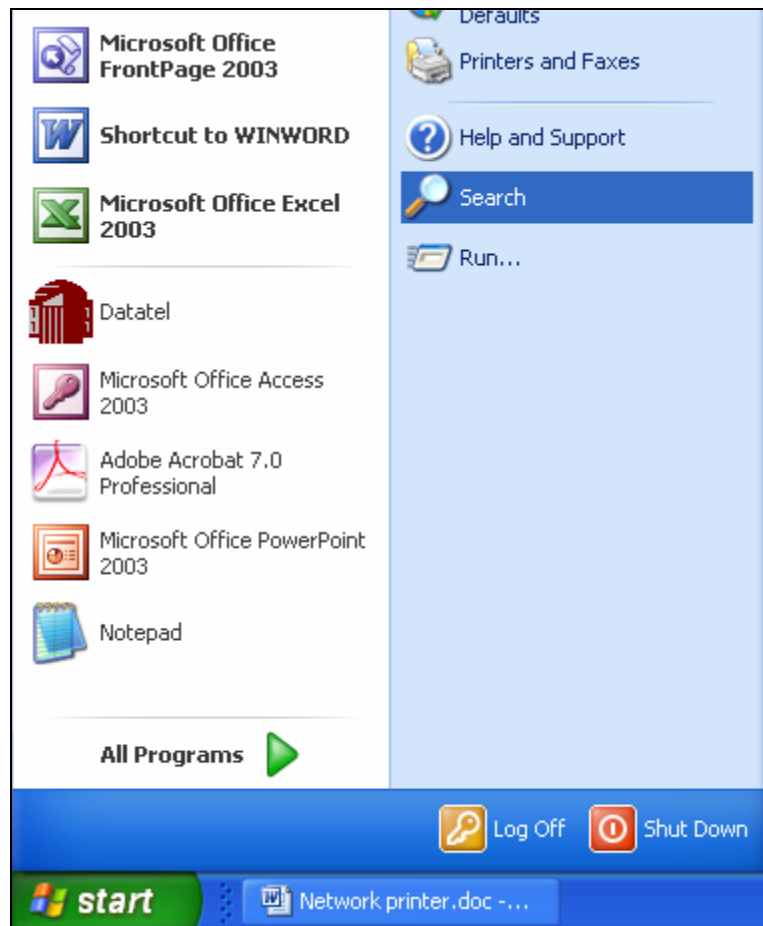
ITS HELP DESK PUBLICATION: 1093 • LEVEL OF DIFFICULTY: Beginners • SOFTWARE VERSION: Windows XP

KEYWORDS: network, printer, repair, printing, print, add

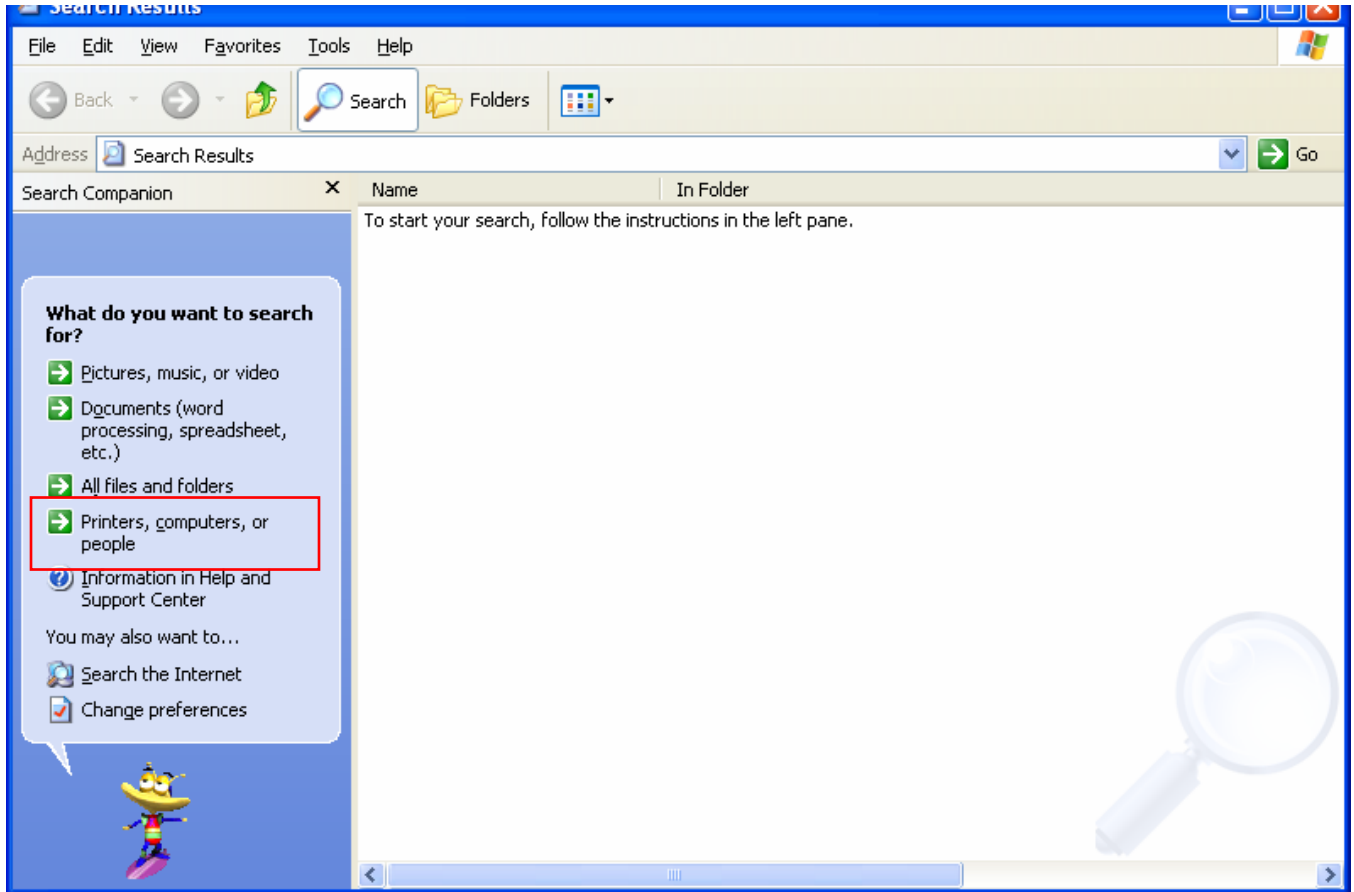
OVERVIEW: Windows users who wish to print to a shared network printer first need to add the printer to Windows. You may add a printer at any of our networked printer locations, but it is your best interest to add the printer that is in your proximity.

To add a network printer, please follow the steps listed below:

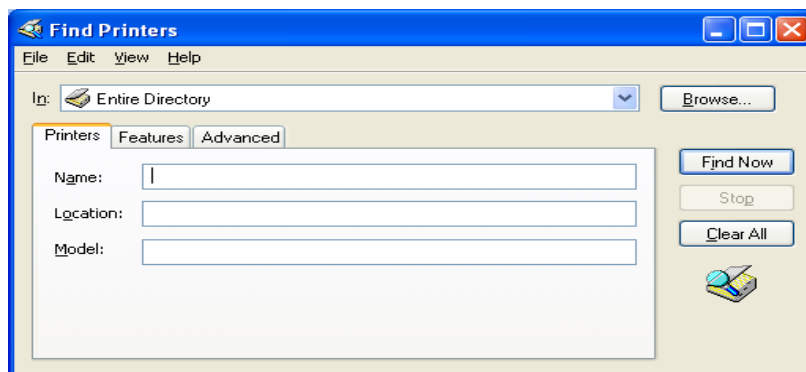
1. Click on your **Start** button that is located in the lower left area of your screen.
2. Next, select and click on the **Search** icon in your Start menu.



3. The “Search Results” window will now open.
4. In the “Search Results” window, you will be prompted with the question, “What do you want to search for?” on the left side of the window.



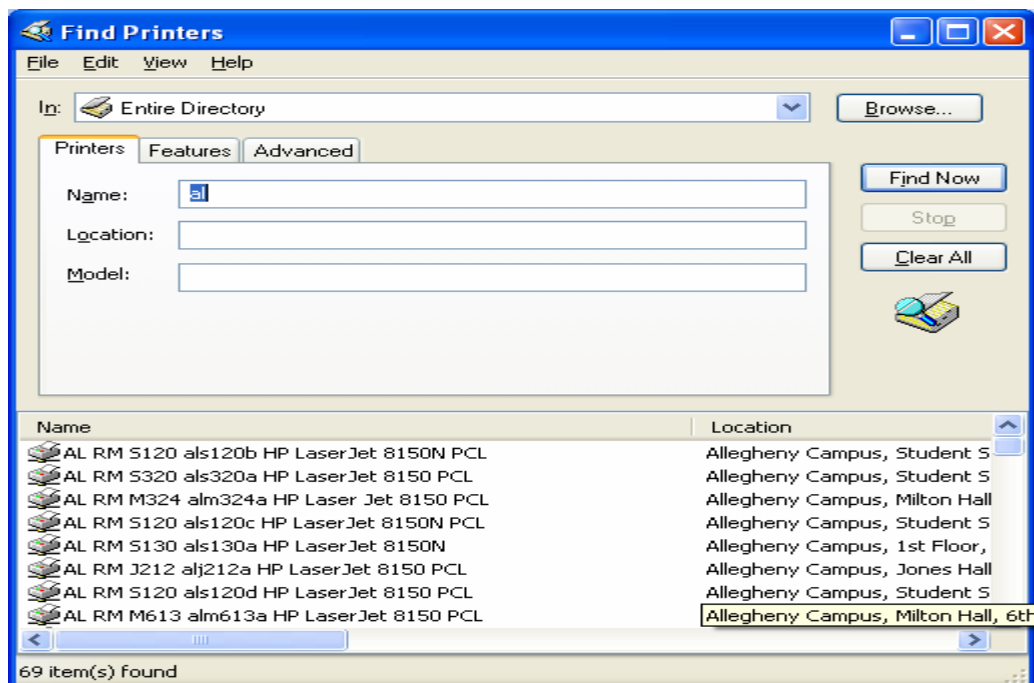
5. In response to the question, click **Printers, computers, or people**.
6. You will then be prompted to select what you are looking for. Select **“a printer on the network”**
7. The “Find Printers” window will now launch.



- In the Name field, type in the two letters that represent the desired campus printer location (shown below):

al	Allegheny Campus
aw	Airport West Center
bc	Braddock Hills Center
bp	Bethel Park Center
bo	Boyce Campus
co	College Office
dt	Downtown Center
hb	Homewood-Brushton Center
no	North Campus
nt	Neville Technology Center
so	South Campus
wc	Washington Crown Center
wh	West Hills Center

- After entering the letters that represent the campus location, click the **Find Now** button.
- Once the Find Now button has been clicked, the available network printers will auto populate in the window.



11. In the area of the window where the available network printers auto populated, find your desired printer and double-click on the printer.
12. A connecting to window will now appear (shown below).



13. Once the connecting to window has disappeared, the printer has been added. You may now print to the newly added printer.